



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

c/o Williton Parish Council, 2 Killick Way, Williton, Somerset TA4 4PY

Tel & Fax: 01984 633979 Email: clerk@willitonpc.org.uk

Dear Trustee

20th November 2024

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 25th November 2024 at 7pm, in The Brendon Room, Williton Pavilion, Williton**, for the purpose of transacting the following business.

Yours sincerely

M L Francis

Michelle Francis
Clerk to the Trustee

A G E N D A

- 24/103 To advise the recording of the meeting – Chairman**
- 24/104 To note apologies for absence and approve reason, where appropriate**
- 24/105 To Receive any Declarations of Interest**
- 24/106 Minutes of the last meeting held on Monday 23rd September 2024 for approval** (attached)
- 24/107 Minutes of the last meeting held on Monday 28th October 2024 for approval** (attached)
- 24/108 Minutes of the Extra Ordinary meeting held on Monday 4th November 2024 for approval** (attached)
- 24/109 Matters from the minutes – for report purpose only**
 - 24/109.1 (Item 24/77.10) Broken handle on the right-hand side back gate had been fixed – to note
 - 24/109.2 (Item 24/77.11) The gap in render by the door open reader had been looked at, no action needed – to note
- 24/110 Correspondence**
 - 24/110.1 To note the correspondence log October and November (attached)
 - 24/110.2 Request to use the pavilion free of charge for a fund-raising event for the WWMRG Charity
 - 24/110.3 Request from Cllr Peeks for the WWMRG Charity to hire the Parish Office for a book sale and refreshments, funds raised would be for the WWMRG Charity
 - 24/110.4 Biffa Waste Collection – Increase in charges
 - 24/110.5 Request for refund of hire charge due to non-attendance – to consider (attached)
 - 24/110.6 Lloyds Bank – Letter advising the Business Resolution Service is closing
- 24/111 Finance**
 - 24/111.1 Approval of accounts for payment (to be given at the meeting)
 - 24/111.2 Expenditure and Income Analysis as of 30th September and 31st October 2024 (attached - sheet 1) – to review outstanding expenditure until 31st March 2025
 - 24/111.3 Estimated Provisions for September and October 2024 (attached - sheet 2)
 - 24/111.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
 - 24/111.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
 - 24/111.6 Bank Reconciliation for September and October 2024 (to agree for the Chairman to sign)
 - 24/111.7 Budget Considerations for Financial Year 2025/2026 (attached) - To consider requesting further financial support from the Parish Council to include administration costs
 - 24/111.8 (Item 24/71.8) Memorandum of Understanding – agreed at September 2024 meeting to give this further consideration at budget setting
 - 24/111.9 Donations (Cllr Rutter)
- 24/112 Health and Safety**
 - 24/112.1 Tree Risk Assessment

- 24/113 Report from Officers**
- Ground Management Officers Report
- 24/113.1
- Effect from Birch trees on Williton Bowling Club - update regarding application to have Birch tree pruned
 - Erosion of Riverbank – update
 - Report of dog mess waste being thrown over wall of neighbouring property
- Building Management Officers Report
- 24/113.2
- Clearing of pavilion veranda and gutters and Barn gutters – undertaken by volunteers 8th October 2024 who advised professional gutter clearing, previously agreed, was no longer required
 - Damage to render on side wall of The Barn
- 24/113.3 Asset Management Officers Report
- (Item 23/188.2) Sale of Hedgehog Gutter Guards – to consider monetary offer received
- 24/113.4 Legal Officers Report
- 24/113.5 Events and Fundraising Officers report – To note minutes of meeting held on 9th October and 14th November 2024 and agree events for WWMRG Charity (attached)
- Charity Valentine Dinner Dance –
- 24/113.6
1. To agree event and costings
 2. Request from Cllrs to change of date from 15th February to 14th February - to consider cancelling existing booking
 3. Confirm which Cllrs would run the event
- 24/114 Information Board Layout** – It had been previously resolved to only include information on the ground only, not the adjoining properties – to confirm what information should be included
- 24/115 Memorial Bench** – delivered, requires fixing in place
- 24/116 Wall of Remembrance** (Cllr Howes)
- 24/117 Pavilion**
- 24/117.1 Access Problems with entry key fobs – update from working group who had met Coombers Security
- 24/117.2 Rail under serving hatch – update on remedial repairs (Cllr Aldridge)
- 24/117.3 Hall Floor Cleaning – awaiting update from HBC regarding damaged floor
- 24/117.4 Parking Signs – to arrange installation
- 24/117.5 Pavilion Clock – deferred previously, but to reconsider due to new information
- 24/117.6 Wi-Fi access and anti-social behaviour – to consider rota to cover evening bookings
- 24/117.7 Condition of hall and kitchen after hire – to consider refund of deposit
- 24/117.8 Decorating of rooms – problems obtaining three quotations, to consider way forward
- 24/118 Dogs on Memorial Ground and Insurance**
- 24/119 Public Space Order**
- 24/120 Matters for the next meeting to be held on Monday 27th January 2025**